

EQUIPMENT MAINTENANCE, REPAIR, AND REPLACEMENT

(No.21 May 2016)

6515

Responsibility

**Camp Commander
Superintendent**

Division Chief

Maintenance, repair, and replacement of equipment and property items, whether attached to a facility or not, is the responsibility of the department upon whose property list each item exists. Those significant items not on either department's property list will be listed on the local conservation camp's Memorandum of Understanding for designation of maintenance, repair, and replacement responsibility (See current Interagency Agreement(s)).

Maintenance, repair, and replacement of all equipment items and tools relating to the health and welfare of offenders, whether freestanding or attached to a structure, will normally be the financial responsibility of CDCR. This includes, but is not limited to, beds, night stands, lockers, tables, chairs, kitchen equipment, laundry equipment, external security lighting systems, custody related signs, hobby tools and equipment, and similar items. Included is any property which is being carried on CDCR records, such as range hoods, refrigerators, freezers, dishwashers, offender paging systems, vocational education equipment, and office equipment utilized by CDCR.

Maintenance, repair, and replacement of all equipment items and tools related to emergency response and the work mission are the responsibility of CAL FIRE. This includes, but is not limited to, shop and in-camp project equipment items and tools, emergency response equipment items and tools and safety equipment and clothing. Also included is any property carried on CAL FIRE records.

Any repairs or improvements being considered to a facility will be coordinated with the cooperating agency, regardless of funding source. If there will be fiscal impact to the cooperating agency, approval of both agencies will be required.

**FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE LIBRARY
HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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